



Memorandum

To: Chief Academic Officers and Provosts

From: Dr. Paula Compton, Associate Vice Chancellor, Ohio Articulation and Transfer

Date: March 1, 2023

Subject: Articulation and Transfer Clearinghouse (ATC) Transition Project Plan Update

As indicated several weeks ago, a Project Plan for the Transition of the Articulation and Transfer Clearinghouse (ATC) has been developed based on the valuable feedback we have received.

Key components of the project plan and requested action steps for your institution to do promptly:

Action Step One: Identify an Institutional Team that will be working on the transition of the ATC. Go to <https://www.surveymonkey.com/r/ATCSunsetting> to identify your four team members:

- Executive Sponsor – Representation from the office of the President or provost supporting the project through prioritization and alignment.
- Project Manager - Primary project contact at your institution. Responsible for institutional reporting.
- Registrar - eTranscript business process subject matter expert
- IT - Technical lead who will report and guide the technical changes to occur.

To show your institution's commitment to this important transition, please identify your team via the link **by March 24**.

Action Step Two: Identify one institutional member (the project manager is recommended) to participate in a **webinar on March 9, 1 – 2:15 PM** designed to provide more information on the project plan. Here is the link to the webinar:

<https://oh-tech.webex.com/oh-tech/j.php?MTID=md42355aaf69ce258b688a6dc193647bd>

More than one person from your institution can participate in the webinar.

Schedule of Project Plan: To provide institutions with more assistance, the 36 campuses have been placed in six groupings. Please see the attached document for the groupings. The complete data story of the groupings is available at this link [ATC Transition | Transfer Credit Ohio](#). The work of these groups will be staggered, with work being completed by **December 19, 2023**.

Here is the timeline for the groups:

Group 1: 3/27/23 to 9/26/23

Group 2: 4/17/23 to 10/17/23

Group 3: 5/22/23 to 11/21/23

Group 4: 5/22/23 to 11/21/23

Group 5: 6/19/23 to 12/19/23

Group 6: 6/19/23 to 12/19/23

The groups will meet bi-weekly during their scheduled timeline; however, work can begin earlier.

Website and Artifacts to Guide Work: Artifacts have been developed to assist institutions with their transition work. They can be found on the ATC transition webpage, which will serve as a key location for up-to-date information. Here is the link: [ATC Transition | Transfer Credit Ohio](#)

Data Standards Committee: A small group of volunteers has been working to re-establish the Data Standard Committee. Over the next several months, this group will become more active. We hope to have every Ohio public college and university represented and participating.

There is much work to be done; however, by working together, the transition of the ATC will be completed successfully, with the opportunity to provide more transcript services involving high schools, out-of-state institutions, and independent colleges and universities. Questions can be directed to Joy Livergood at jlivergood@highered.ohio.gov or 614.644.6839, or Dr. Paula Compton at pcompton@highered.ohio.gov or 614.466.3334.